



CANADIAN  
MUSEUM  
OF HISTORY  
-  
MUSÉE  
CANADIEN  
DE L'HISTOIRE



CANADIAN  
WAR  
MUSEUM  
-  
MUSÉE  
CANADIEN  
DE LA GUERRE

## INFO SOURCE

### SOURCES OF FEDERAL GOVERNMENT AND EMPLOYEE INFORMATION 2025

Canada

## **CONTENTS**

<b>INTRODUCTION TO <i>INFO SOURCE</i></b>	3
<b>GENERAL INFORMATION</b>	3
<i>Background</i>	3
<i>Responsibilities</i>	4
<b>INSTITUTIONAL PROGRAMS AND ACTIVITIES</b>	4
<i>Institution-Specific Content</i>	4
<i>Exhibition, Education and Communication of Canada's History</i>	4
<i>Collection and Research Related to Canada's History</i>	7
<i>Canadian Museum of History Facilities</i>	11
<i>Corporate Management</i>	11
<i>Internal Services</i>	14
<b>CLASSES OF PERSONAL INFORMATION</b>	18
<b>MANUALS</b>	18
<b>ADDITIONAL INFORMATION</b>	18
<b>INFORMAL ACCESS</b>	19

## **INTRODUCTION TO INFO SOURCE**

*Info Source* describes the programs, activities, and the information holdings related to programs and activities of government institutions, subject to the [Access to Information Act](#), to facilitate the right of access. It also provides individuals — including current and former employees of the Government of Canada — with relevant information to access personal information about themselves held by government institutions, subject to the [Privacy Act](#), and to exercise their rights under the *Privacy Act*.

An [index of institutions](#) that are subject to the *Access to Information Act* and the *Privacy Act* is available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of the Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

## **GENERAL INFORMATION**

### ***Background***

The Canadian Museum of History was established as an agent Crown corporation through the *Museums Act* of July 1, 1990, amended on December 12, 2013. The corporation is responsible for two national museums: the Canadian Museum of History and the Canadian War Museum. It also presents a virtual exhibition, the Virtual Museum of New France, and is home to the Canadian Children's Museum and CINÉ+. In addition, since 2014, it has administered Digital Museums Canada (formerly the Virtual Museum of Canada) — an investment program that helps museums and heritage organizations from across the country share their stories and collections online.

The Canadian Museum of History is a distinct legal entity, wholly owned by the Crown, which operates at arm's length from the federal government in its day-to-day operations, activities and programming.

It is governed by the Crown corporation control and accountability regime established under Part X of the *Financial Administration Act*, and its corporate By-law 1. It also complies with other statutes, including the *Federal Accountability Act*, *Library and Archives Canada Act*, the *Access to Information Act*, the *Privacy Act*, the *Public Servants Disclosure Protection Act*, the *Criminal Code of Canada*, the *Official Languages Act and Regulations*, and the *Canada Labour Code*. In addition, it aligns with the Values and Ethics Code for the Public Sector through the corporation's Code of Conduct.

As a Crown corporation and a member of the Canadian Heritage Portfolio, the Canadian Museum of History reports to Parliament through the Minister of Canadian Heritage, and contributes to the achievement of the federal government's broad cultural policy objectives. It is governed by a Director and Chief Executive Officer, and a Board of Trustees.

The *Museums Act* provides for a Board of Trustees, comprised of up to 11 members appointed by the Minister of Canadian Heritage, with the approval of the Governor in Council. Trustees are selected from across the country. The Board, accountable to Parliament through the Minister of Canadian Heritage, provides broad strategic direction and oversight, and meets regularly, including at an annual meeting that is open to the public.

Use of the terms “the Museum” and “the corporation” in this document refer to the Canadian Museum of History as a corporate entity, and encompass both the Canadian Museum of History and the Canadian War Museum.

To learn more, read [About the Corporation](#).

## ***Responsibilities***

The mandate of the corporation is to:

**Enhance Canadians' knowledge, understanding and appreciation of events, experiences, people and objects that reflect and have shaped Canada's history and identity, and also to enhance their awareness of world history and cultures.**

The corporation achieves its mandate through the following three core responsibilities:

- Exhibition, education and communication of Canada's history
- Collection and research related to Canadian history
- Canadian Museum of History and Canadian War Museum facilities

The major policies of the corporation include the following:

### *Access to Information Policy*

This Policy establishes the general principles, roles and responsibilities that govern the Museum's access to information practices. It highlights the important role that the Museum plays in promoting a culture of transparency, demonstrating leadership in access to information, and enhancing the trust of people in Canada and stakeholders by making information available in a timely fashion.

This Policy provides direction to Museum employees and others covered by this Policy, to ensure the Museum complies with the *Access to Information Act*, its regulations, and related TBS policy instruments.

This Policy recognizes the unique communal and/or societal rights and restrictions that apply to some Indigenous cultural heritage, which inform the application of the *Access to Information Act*.

### *Privacy Policy*

This Policy establishes the general principles that govern the Museum's privacy practices, including necessary risk mitigation activities. It highlights the important role that the Museum plays in promoting a privacy sensitive culture, demonstrating leadership in protecting personal information, and enhancing the trust of people in Canada, Museum employees, and stakeholders through its commitment to protect individual privacy rights.

This Policy provides direction to Museum employees and others covered by this Policy to ensure the Museum's compliance with the *Privacy Act*, its regulations, and all applicable TBS policy instruments.

## **INSTITUTIONAL PROGRAMS AND ACTIVITIES**

### **Institution-Specific Content**

#### ***Exhibition, Education and Communication of Canada's History***

The corporation develops, maintains and offers exhibitions, programs and activities designed to further knowledge, critical appreciation, and respect for the experiences, people and objects that reflect and have shaped Canada's history and identity, while also enhancing awareness of world history and cultures.

#### Exhibitions

Exhibitions increase understanding and knowledge of human, social, cultural, military and political history, primarily in relation to Canada. Exhibitions serve as springboards for a wide variety of events, visitor experiences, and educational initiatives.

#### *Audiovisual and Photographic Services*

**Description:** Records related to audiovisual and photographic documentation (analog and digital) of the Canadian Museum of History and the Canadian War Museum's collections, exhibitions, events, programs, employees and facilities. Includes records related to the production of audiovisual public programming, such as self-directed audio tours, interviews, lectures and presentations, and the preservation of media-based asset compilations, such as bilingual subtitled and voice-over derivatives. Also includes records related to acquisitions and exhibition installation views. In addition, this category encompasses visitor feedback.

**Document Types:** Correspondence, internal work orders or requests, purchase orders and invoices, contracts, photographic metadata, and visitor feedback.

**Disclosure Summaries:** No disclosure summaries to report.

**Formats:** Sound recordings, videos, and photographs.

**Record Number:** CMH 5004-20

#### *Exhibition Management and Research*

**Description:** Records related to research for exhibitions, specifically, their overall management (planning, development, production, installation, takedown and cost evaluation). Includes information relevant to ongoing, temporary, travelling and virtual exhibitions, as well as content related to the creation and upkeep of guidelines for exhibition programming created or hosted by the Canadian Museum of History and the Canadian War Museum, and processes for the planning and management of available space for exhibitions. Includes records related to the fabrication of crates, frames, lighting design, display elements, and exhibition graphics. Also includes records related to specifications for shipping, storage and installation manuals, for an individual work of art or an exhibition.

**Document Types:** Correspondence, samples of colours and materials, mock-ups and layouts, agendas, meeting minutes, exhibition proposals, précis of critiques, project briefs, exhibition calendars, proposed exhibition schedules, exhibition catalogues and copies of catalogue records from external databases, all research reports (preliminary, progress and final), concepts and research notes, storylines, artifact and object lists, condition reports, illustrations (laser colour prints, image reproductions, and photographs), travel reports, exhibition texts for captions and panels, budget estimates and tracking, plans and drawings of exhibition installations, policies and procedures, field notes (oral interviews, informants, references and impressions), maps, plans, drawings and sketches, documents related to restrictions, financial reports, communication plans, development plans, partnership agreements, programming schedules, exhibition products, posters, event scenarios, documents related to exhibition openings, tour itineraries, exhibition layout plans, end-of-tour reports, publicity and attendance reports, programming activity books, promotional material, and crate lists.

**Disclosure Summaries:** No disclosure summaries to report.

**Formats:** Print and digital documentation, photographs, videos, and films.

**Record Number:** CMH 5000

#### *Graphic and Technical Design*

**Description:** Records related to design strategies and production procedures for exhibition setup and layout of display spaces. Records related to supporting publications and graphic material for all exhibitions at the Canadian Museum of History, the Canadian War Museum, and the Canadian Children's Museum, and for travelling exhibitions. Records related to coordination and communication with outside contracting firms for design and display production and scheduling. Includes records related to communications with various divisions and artists for development and approval of design strategies.

**Document Types:** Correspondence, drawings, specifications, layouts, colour and material samples, digital images of mock-ups and layouts, work orders, invoices, purchase orders, contracts, agendas and

meeting minutes, schedules, texts for panels, labels, curators' notes, orientation plates, and samples of various panel types (texts and labels).

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 5002

### Programs

Programs and outreach are designed to communicate knowledge of Canada's history and world cultures. These programs focus on providing broad or specialized perspectives on exhibition themes or subjects related to Canada's history, and Canadian and world cultures. They disseminate knowledge to provide a complete visitor experience, and to support and complement other functions of the Museum, such as research, exhibitions and collections. They also highlight seasonal events, anniversaries, and issues of national importance.

#### *CINÉ+ (Movie Theatre)*

**Description:** Records related to management of the Canadian Museum of History's CINÉ+, as well as its investment in the production of large-format documentary films. Records related to research, film selection, exhibition, distribution, evaluation, sponsorship, agreements, promotional activities, advertising, and financial transactions.

**Document Types:** Correspondence, contracts, receipts, inventory lists, daily accounting records, reports, calendars, posters, banners, photos, stock images, films, soundtracks, ticket stubs, and press kits.

**Disclosure Summaries:** No disclosure summaries to report.

**Formats:** Photographs, works of art, films, videos, and sound recordings.

**Record Number:** CMH 8000

#### *Educational Programs*

**Description:** Records related to the planning, development, implementation and evaluation of on-site and online educational programs, primarily for schools. Programs include tours, talks, lectures, workshops, games and activities, hands-on discovery areas, and educational exhibitions.

**Document Types:** Correspondence, budgets, reports, program outlines and scenarios, evaluation tools and data, memos, hospitality forms, policies and guidelines, photo and field trip permission forms, emergency contact information forms, sketches of design ideas, on-site architecture, wire frames, script documents, original text for biographies, lesson plans, self-guides, chronologies, audio guides, and training manuals.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 6000

#### *Public Programs*

**Description:** Records related to the planning, development, implementation and evaluation of on-site and online public programs for a variety of target audiences, including families, adults, and persons with disabilities. Programs include tours, talks, lectures, panel discussions, symposia, demos, film series, events, workshops, audio guides, and self-directed guides.

**Document Types:** Correspondence, budgets, reports, contracts, purchase orders and invoices, program outlines and scenarios, evaluation tools and data, memos, service contract requests, hospitality forms, internal requisitions, work orders, expense claims and receipts, business cases, vision documents, policies and guidelines, sketches of design ideas, on-site architecture, wire frames, script documents, original text for biographies, self-directed guides, chronologies, scripts, audio guides, training manuals, drawings, specifications, layouts, colour and material samples, mock-up layouts, contracts, agendas, and meeting minutes.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 5500

## Publications

In-house and co-publishing programs communicate knowledge and expertise related to the corporation's research disciplines and exhibitions.

### *Publishing Programs*

**Description:** Records related to the in-house and co-publishing programs of the Canadian Museum of History and the Canadian War Museum. Records related to the production of publications for the purposes of exhibitions and research, in a variety of formats such as books, CD-ROMs, audio cassettes, VHS tapes, and DVDs.

**Document Types:** Correspondence, manuscripts, translated materials, text and catalogue drafts, pre-press drafts, final versions of publications, design materials, copies of analog and digital images, and copyright clearance correspondence.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 3003

### *Rights and Reproduction Management*

**Description:** Records related to selling or providing images from the corporation's collections to third parties. Records related to the negotiation and licensing of images from the collections.

**Document Types:** Correspondence, analog and digital files, licences, invoices, memos, inventories, agreements with copyright holders, copyright clearance request forms, payment records, copies of final products, source and credit information related to artifacts and objects, image reproduction request forms, new photography request forms, and collections management system reports.

**Disclosure Summaries:** No disclosure summaries to report.

**Format:** Photographs.

**Record Number:** CMH 1010-9

## ***Collection and Research Related to Canada's History***

The Canadian Museum of History acquires and collects artifacts and objects to preserve, research and document human, social, cultural, military and political history, representing Canada's heritage, history and identity.

## Collections

The Museum's national collection reflects Canada and the world, and provides knowledge and the material content to increase understanding of this country's human history and cultural heritage. Items include three-dimensional artifacts and objects, historical archives (textual, photographic and audiovisual), works of art, and books. Items are acquired primarily through fieldwork, donation and purchase.

### *Acquisition of Collections*

**Description:** Records related to the acquisition of artifacts, objects and archives through purchase, gift, donation, transfers and exchanges. Records related to the approval or rejection of acquisitions. Records related to provenance (history of ownership), creation, historical context, exhibition and publication history, and monetary value. Records related to the deaccessioning of artifacts and objects from the collection.

**Document Types:** Policies, procedures, gift and donation forms, acquisition proposals, offers to the corporation for purchase, purchase agreements, plans and reports, tax receipt information for gifts and donations, correspondence with donors, analog and digital images, monetary evaluations and appraisals, conservation reports, descriptions of artifacts and objects, inventories, statistics, notes from donors, drawings, manuals, agendas and minutes of Acquisition Committee meetings, travel reports, bibliographies, press clippings, and photocopies from publications.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 7000



### *Source of Acquisition*

**Description:** Complete information pertaining to the collection of artifacts and objects by the Museum, such as name, address, correspondence, evaluation reports, income tax and insurance forms, contracts, and all pertinent information involving an individual who is selling or giving an item to the corporation for inclusion in its collections.

**Class of Individuals:** Individuals with which the corporation deals, in relation to collecting.

**Purpose:** To maintain complete information on artifacts and objects collected or collectable by the corporation. The information is classified by artifact, object or name, and is collected under the authority of the *Museums Act*.

**Consistent Uses:** Determination of value of artifacts and objects for income tax and/or insurance purposes.

**Retention and Disposal Standards:** Retained indefinitely.

**RDA Number:** (N/A)

**Related Record Number:** CMH 7000

**TBS Registration:** 003453

**Bank Number:** CMH PPU 005

### *Collections Registration*

**Description:** Records related to registration of the artifact collection, which includes assigning each item a unique artifact number; physically numbering the items; recording measurements, materials and physical descriptions; recording source and donor information; recording the items' general statuses and conditions; and photographing the items.

**Document Types:** Draft and final catalogue entries, inventories of archival material acquired with the artifacts and objects, artifact and object tags, lists of artifacts and objects for photography, copies of artifact and object documentation standards, and analog and digital images.

**Disclosure Summaries:** No disclosure summaries to report.

**Formats:** KE EMu database and photographs.

**Record Number:** CMH 7001-5

### *Collections Documentation*

**Description:** Records related to intellectual control and research of the artifact, object and archival collections. Digital records reside in the computerized collection management system, which represents the descriptive catalogue of all collections. Includes records related to the specific history of items, as well as the cultural and historical contexts of those items' creations.

**Document Types:** Correspondence, agendas and minutes of meetings, collection database catalogue records, lists, training manuals, draft and final catalogue entries, handwritten and electronic research notes, press clippings, bibliographies, and photocopies from publications and archival documents.

**Disclosure Summaries:** No disclosure summaries to report.

**Formats:** KE EMu database, microfiche, catalogue (cards and binder), videos, films and photographs.

**Record Number:** CMH 3001-4

### *Conservation*

**Description:** Records related to the conservation, preservation and restoration of artifacts, objects, and library and archival material, both in the corporation's collections and other institutions, for purposes of preservation and exhibition. Records related to the working relationship of the Canadian Museum of History and the Canadian War Museum with the Canadian Conservation Institute (CCI). This includes documentation related to services provided by the CCI for the two museums, and joint projects entered into by the Canadian Museum of History and the CCI. Records related to the preservation of artifacts and objects through suitable physical environments for storage, the creation of casts and replicas for exhibition purposes, condition of artifacts and objects, and research on the deterioration of artifacts and objects due to poor environmental conditions.



**Document Types:** Policies, procedures, general reports, acquisition reports, reports for loans and exhibitions, environmental control standards, correspondence, treatment proposals and reports, technical photographs, drawings, and agreements.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 7002

#### *Insurance*

**Description:** Records related to risk management for artifacts and objects in the Canadian Museum of History's collections.

**Document Types:** Correspondence, monthly insurance reports, appraisals, annual insurance policy renewals, certificates of insurance, and damage claims.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 7001-2-1

#### *Loans In*

**Description:** Records related to incoming loans from other museums, galleries, and private collectors (nationally and internationally), for exhibition or research purposes. Records related to requests for loans, forthcoming loans, approvals or rejections of loans, long-term loans, condition, and insurance.

**Document Types:** Loan agreements, security assessments, insurance evaluations and certificates, work orders, photographs, damage reports, government indemnity documentation, customs brokerage documentation, courier reports, correspondence, memos, policies, and procedures.

**Disclosure Summaries:** No disclosure summaries to report.

**Format:** Photographs.

**Record Number:** CMH 7003

#### *Loans Out*

**Description:** Records related to outgoing loans to other museums and galleries (nationally and internationally), for exhibition or research purposes. Records related to requests for loans, forthcoming loans, long-term loans, condition, and insurance.

**Document Types:** Loan requests, loan agreements, conservation reports for loans, correspondence, borrower facility reports, lists of artifacts and objects loaned, security assessments, insurance evaluations and certificates, work orders, photographs, damage reports, government indemnity applications and agreements, customs brokerage documentation, itinerary and shipment plans, courier reports, correspondence, memos, policies, and procedures.

**Disclosure Summaries:** No disclosure summaries to report.

**Format:** Photographs.

**Record Number:** CMH 7004

#### Archives

Acquisition, preservation and access to knowledge are critical to understanding the corporation's collections of material artifacts and objects, and intangible evidence of history and identity.

#### *Copyright Management*

**Description:** Records related to copyright clearances, licences and agreements from external organizations to the Canadian Museum of History and the Canadian War Museum. Records related to negotiations and licensing for the reproduction and exhibition of artifacts and objects for various projects, including exhibitions, web, publications, posters, banners, etc.

**Document Types:** Correspondence, licences, invoices, memos, agreements with copyright holders, credit information, source information, copyright clearance request forms, and copies of images.

**Disclosure Summaries:** No disclosure summaries to report.

**Formats:** Paper and digital documentation, and photographs.

**Record Number:** CMH 1010-8

*Archives Management and Access*

**Description:** Records related to the documentation and management of the corporation's archives. Records related to acquisition, digitization, cataloguing, maintenance, classification and categorization methods, research, loans for exhibitions, online catalogues, and information on employees, artists and various subjects. Archival records are housed in the corporation's collections database system (KE EMu), representing the descriptive cataloguing of all archival collections. Records include information related to cataloguing, classification, name authority, vocabulary control, indexing, database management, preservation, binding, collection storage, reference and research services, document delivery, acquisitions, withdrawals, donations, appraisals, distribution of surplus material, memberships in national and international associations and societies, external exhibition loans, and participation in national and international projects. In addition, records include information related to the history, collections, exhibitions, research, administration, and employees of the corporation.

**Document Types:** Policies, procedures, correspondence, catalogues, inventories, artist files, employee files, subject files, orders, requisitions, gift and donation agreements, texts for displays of archival material, invoices, contracts, loan forms, acquisition forms, cartographic material, audiovisual material, photographic material, copies of archival standards, and copies of legislation and regulations.

**Disclosure Summaries:** No disclosure summaries to report.

**Formats:** Paper and digital documentation, videos, KE EMu databases, microforms, photographs, and sound recordings.

**Record Number:** CMH 3001

Research

Scholarship and research create knowledge and public information that increase understanding of Canada's human, social, cultural, military and political heritage, while also informing policy. Research enriches the knowledge base of the Museum, and is disseminated in exhibitions, publications, conference presentations, scholarly and popular books for the general public, and other programming.

*General Research*

**Description:** Records related to general historical research in the fields of Archaeology, Ethnology, Cultural Studies, History, and Military History. Records include various databases created by multiple divisions, including image and fieldwork databases. Research categories in Archaeology include regional areas (Western, Central, Eastern and Northern), and Physical Anthropology. Research categories in Ethnology include regional areas (Western, Central and Eastern), Indigenous Art, and Indigenous Histories. Research categories in Cultural Studies include Social History, Cultural Expression, Craft, Design, Popular Culture, and Sports and Leisure. Research categories in History include French North America, British North America, Post-Confederation, Political History, and Media and Communications. Research categories in Military History include the First World War, Second World War, Post-1945 History, War and Society, Arts and Military History, the Veteran's Experience, and Indigenous Military History.

**Document Types:** Correspondence, handwritten and electronic research notes, image reproductions (paper and electronic), press clippings, bibliographies, research reports, field trip reports, maps, recorded interviews, manuscripts, project proposals, agendas, notes and minutes of meetings, lectures, and presentations.

**Disclosure Summaries:** No disclosure summaries to report.

**Formats:** Videos, films, photographs, maps and databases.

**Record Number:** CMH 6500

*Library*

**Description:** Records related to the documentation and management of the corporation's libraries. Records related to acquisition, cataloguing, maintenance, classification and categorization methods,

research, loans (interlibrary loans), and online catalogues. Library records are housed in the computerized library system (WMS/OCLC) representing the descriptive cataloguing of all library collections. Records include information related to undertaking and disseminating bibliographic and scholarly research, developing and disseminating tools (digital and electronic resources, finding aids, bibliographies, and indices), sharing resources with other institutions around the world, and providing user services — including reference and research — internally, nationally and internationally.

**Document Types:** Bibliographies, research requests, periodicals, publications (including annual reports, bulletins, souvenir catalogues, and Mercury Series books), texts for displays of library material, and copies of library standards.

**Disclosure Summaries:** No disclosure summaries to report.

**Formats:** Paper and digital documentation, videos, WMS/OCLC, microforms, and sound recordings.

**Record Number:** CMH 3001

### ***Canadian Museum of History Facilities***

The Canadian Museum of History manages and maintains its facilities, along with related security and hosting services, in order to protect its visitors and staff, and to showcase, preserve and safeguard artifacts and objects of historical significance to people in Canada.

#### Facility Rentals

Facility Rentals involve activities related to the rental of spaces at the Museum, and the provision of services related to these rentals.

#### *Rentals*

**Description:** Records related to the rental of facilities at the Canadian Museum of History and the Canadian War Museum for third-party events.

**Document Types:** Correspondence, invoices, menus, seating plans, event logistics and scenarios, estimates, contracts, floor plans, security protocols, event notes, event budgets, action plans, purchase orders, activity schedules, promotional documents, biographical texts, press releases, clippings and communiqués, event programs, statistical reports on revenues, attendance reports, and speaking notes.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Numbers:** CMH 2502-2-1-2, CWM 2502-7-1-2

### ***Corporate Management***

Corporate Management provides for sound governance, as well as the effective and efficient management of the Museum's human and financial resources, and generates external revenues to help support the corporation in meeting its mandate. In addition, the corporation ensures that resources are effectively developed, directed, administered and controlled. Sound governance also means establishing strategic planning and partnerships to fulfill the mandate of the Museum both nationally and internationally, creating mutually beneficial opportunities and projects.

#### Policy and Government Relations, Indigenous Portfolio

The Policy and Government Relations, Indigenous Portfolio ensures the Museum's policies, planning and engagement related to Indigenous cultural heritage (including tangible, intangible and language resources) reflect best practices in Indigenous law, ethics and museology.

#### *Policy and Government Relations, Indigenous Portfolio*

**Description:** Records related to intangible cultural heritage, Indigenous intellectual property rights, and Indigenous languages. Records include policy consultation with Indigenous communities.

**Document Types:** Correspondence, handwritten and electronic research notes, inventories, image reproductions (paper and electronic), bibliographies, research reports, fieldwork reports, maps, procedural

documents, transfer documents, shared authority agreements, collaborative agreements, project proposals, notes and minutes of meetings, presentations, databases, and contact information for Indigenous Internship Program alumni and collaborators.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 1002-01-06

#### Repatriation and Indigenous Relations

The Repatriation and Indigenous Relations Division prepares for and implements proactive repatriation, requests for information, and the return of cultural material. This unit collaborates with Indigenous communities on the traditional care of sensitive collections, participates in the federal treaty process to discuss collections held by the Museum, and engages with Indigenous communities on projects of mutual interest. The Indigenous Internship Program provides on-site technical training and skills building for Indigenous participants.

#### *Repatriation and Indigenous Relations*

**Description:** Records related to repatriation inquiries for Archaeology, Ethnology and Physical Anthropology collections, the Sacred Materials project, and treaty negotiations. Records include several database modules related to treaty negotiation, the Sacred Materials project, and visits to Ethnology and Archaeology collections.

**Document Types:** Correspondence, handwritten and electronic research notes, inventories, image reproductions (paper and electronic), bibliographies, research reports, fieldwork reports, maps, procedural documents, transfer documents, project proposals, notes and minutes of meetings, draft treaty chapters, presentations, and databases.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Numbers:** 6502-6, 6503-6

#### *Indigenous Internship Program*

**Description:** Records related to calls for application to the Indigenous Internship Program, as well as advertising, the processing of applications, administration of the Program, and the appointment of interns. Records created by interns are maintained by the various divisions with which they work.

**Document Types:** Correspondence, applications, assessments of applicants, written evaluations related to each intern's progress, and status reports.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 6501-4

#### Digital Museums Canada

Digital Museums Canada (DMC) builds digital capacity in Canadian museums and heritage, cultural, and Indigenous organizations, giving people living in Canada unique access to diverse stories and experiences. DMC is the largest national investment program dedicated to supporting digital projects. The program has invested in more than 240 projects with nearly \$20 million in funding.

#### *Digital Museums Canada*

**Description:** Records contain information on the management of investments in the development of online museum content, the presentation of online exhibitions and other digital museum content, and training and online resources for heritage professionals on creating, presenting, and managing digital content online. Includes information on the development of standards and guidelines for museum documentation and information exchange, electronic delivery of museum products and services, information management, digitization, preservation, documentation, research and reference resources, information technology assessment, internet presence, intellectual property management, policy, procedures, and public inquiry.

**Document Types:** Correspondence, reports, application selection criteria, procedures, program guidelines, application files, financial reports, evaluations, contracts, agreements, newsletters, marketing materials (digital and print), and exhibitions.

**Disclosure Summaries:** No disclosure summaries to report.

**Formats:** Websites and databases.

**Record Number:** CMH 7501-9

### Partnerships

Partnerships allow the Canadian Museum of History and the Canadian War Museum to bring Canadian history to the country and to the world. Connections are forged by multiple means, including the dissemination of travelling exhibitions and the development of mutually beneficial projects in areas including research and collections. Furthermore, the Museum develops partnerships with outside organizations for events and outreach initiatives to support its mandate, strategic objectives, and priorities, which help to build and strengthen relationships with key audiences, and to increase knowledge of and visibility for the Museum and its exhibitions, programs, collections and activities. The Museum also develops commercial partnerships to generate revenue and tourism opportunities.

### *Partnerships*

**Description:** Documentation supporting partnership activities, and official documents related to partnerships established by the Canadian Museum of History.

**Document Types:** Meeting minutes, correspondence, contracts, letters of agreement, and working and planning documents.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 1010-6

### Revenue-Generating Activities

Revenue-generating activities, such as retail operations, enhance and complement the museum experience, enabling continued promotion of the Museum's collections and brands, while making them available throughout Canada and abroad. These activities improve visitors' value-for-money experience while maximizing revenues.

### *Boutiques*

**Description:** Records related to financial transactions, purchases, and the sale of inventory at the Museum's gift shops, both on site and online. Includes records related to the sale of catalogues and books, posters, stationery, personal accessories, home accents, media, games, and exhibition-related material.

**Document Types:** Correspondence, receipts, inventory lists, daily accounting records, daily deposit records, and online order forms.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 8500

### *Sponsorship*

**Description:** Records related to outside sponsors providing support (monetary, in-kind sponsorships, and/or corporate donations) to various Canadian Museum of History and Canadian War Museum initiatives, including exhibitions, programs, and projects. Also includes records related to recognition and promotional benefits received by sponsors in relation to partnerships, such as advertising and marketing opportunities.

**Document Types:** Correspondence, proposals to sponsors, sponsor agreements, invoices, tax receipts, and promotional and marketing material.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 1501-6

### Development and Membership

Philanthropy and sponsorship promote exhibitions and events, and build and manage professional relationships with individual corporations, foundations and associations. This support helps raise public awareness of the Museum and the social causes it represents, including education, cultural awareness, and heritage preservation.

#### *Memberships*

**Description:** Records related to the sale, renewal, promotion and maintenance of memberships to the Canadian Museum of History and the Canadian War Museum, and records related to the planning of events and activities for members.

**Document Types:** Correspondence, membership forms, renewal forms, financial transaction records, campaign planning material (such as brochures, envelopes, design concepts, and mailing lists), contracts, invoices and purchase orders, activity planning reports, and surveys.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 1013

#### *Annual Giving*

**Description:** Records related to members and donors who provide funding to the Canadian Museum of History and the Canadian War Museum, with regard to campaigns and/or programs. Monetary donations may be on an annual or monthly basis, or as a one-time gift. Records may also include information with regard to donor stewardship events and activities.

**Document Types:** Correspondence, proposals to donors, agreements with donors, tax receipts, press releases, media correspondence, lists of invited guests, event scenario planning records, and campaign planning material such as brochures, envelopes, design concepts, mailing lists, contracts, invoices, and purchase orders.

**Disclosure Summaries:** No disclosure summaries to report.

**Format:** Databases.

**Record Number:** CMH 1501

#### *Planned Giving*

**Description:** Records related to planned gifts, campaigns and programs that provide monetary funding to the Museum towards the acquisition of artifacts and objects for its national collections. Donations are also provided for endowments that support the organization in perpetuity. Financial donations may describe the campaigns and/or programs that will be supported by the donation (for example, acquisitions of artifacts, education and exhibition programs, curatorial research, etc.), or may be provided as non-restricted funds. Artifacts are added to the corporation's national collections, if accepted, and provide the institution with acquisitions that may otherwise not be attainable. Records may also include information related to events organized by the Friends of the Canadian War Museum and/or receptions in honour of major patrons or donors.

**Document Types:** Correspondence, proposals to donors, agreements with donors, copies of donors' wills and bequests, copies of donors' life insurance policies, tax receipts, appraisals, press releases, media correspondence, lists of invited guests, and event scenario planning records.

**Disclosure Summaries:** No disclosure summaries to report.

**Record Number:** CMH 1509

### **Internal Services**

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: [Acquisitions](#), [Communications Services](#), [Financial Management](#), [Human Resources Management](#), [Information](#)

[Management](#), [Information Technology](#), [Legal Services](#), [Management and Oversight Services](#), [Material, Real Property](#), and [Travel and Other Administrative Services](#). Internal Services include only those activities and resources that apply across an organization, and not those provided specifically to a program.

### Acquisitions

Acquisition Services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- [Procurement and Contracting Class of Record](#)
  - [Professional Services Contracts Personal Information Bank](#)

### Communications Services

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public — internal or external — receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- [Communications Class of Record](#)
  - [Internal Communications Personal Information Bank](#)
  - [Public Communications Personal Information Bank](#)

### Financial Management

Financial Management Services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- [Financial Management Class of Record](#)
  - [Accounts Payable Personal Information Bank](#)
  - [Accounts Receivable Personal Information Bank](#)
  - [Acquisition Cards Personal Information Bank](#)

### Human Resources Management

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and/or plans.

- [Awards \(Pride and Recognition\) Class of Record](#)
  - [Recognition Program Personal Information Bank](#)
- [Classification of Positions Class of Record](#)
  - [Staffing Personal Information Bank](#)
- [Compensation and Benefits Class of Record](#)
  - [Attendance and Leave Personal Information Bank](#)
  - [Pay and Benefits Personal Information Bank](#)
- [Employment Equity and Diversity Class of Record](#)
  - [Employment Equity and Diversity Personal Information Bank](#)



- [Hospitality Class of Record](#)
  - [Hospitality Personal Information Bank](#)
- [Human Resources Planning Class of Record](#)
  - [Human Resources Planning Personal Information Bank](#)
- [Labour Relations Class of Record](#)
  - [Canadian Human Rights Act — Complaints Personal Information Bank](#)
  - [Discipline Personal Information Bank](#)
  - [Grievances Personal Information Bank](#)
  - [Harassment Personal Information Bank](#)
  - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
  - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Occupational Health and Safety Class of Record](#)
  - [Employee Assistance Personal Information Bank](#)
  - [Harassment Personal Information Bank](#)
  - [Occupational Health and Safety Personal Information Bank](#)
  - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)
- [Official Languages Class of Record](#)
  - [Official Languages Personal Information Bank](#)
- [Performance Management Reviews Class of Record](#)
  - [Discipline Personal Information Bank](#)
  - [Employee Performance Management Program Personal Information Bank](#)
- [Recruitment and Staffing Class of Record](#)
  - [Applications for Employment Personal Information Bank](#)
  - [Employee Personnel Record Personal Information Bank](#)
  - [Personnel Security Screening Personal Information Bank](#)
  - [Staffing Personal Information Bank](#)
  - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Relocation Class of Record](#)
  - [Relocation Personal Information Bank](#)
- [Training and Development Class of Record](#)
  - [Training and Development Personal Information Bank](#)

### Information Management

Information Management Services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- [Access to Information and Privacy Class of Record](#)
  - [Access to Information Act and Privacy Act Requests Personal Information Bank](#)
- [Information Management Class of Record](#)
  - [Library Services Personal Information Bank](#)

### Information Technology

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- [Information Technology Class of Record](#)
  - [Electronic Network Monitoring Personal Information Bank](#)

### Legal Services

Legal Services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- [Legal Services Class of Record](#)

### Management and Oversight Services

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and/or plans.

- [Cooperation and Liaison Class of Record](#)
  - [Lobbying Act Requirements Personal Information Bank](#)
  - [Outreach Activities Personal Information Bank](#)
- [Executive Services Class of Record](#)
  - [Executive Correspondence Personal Information Bank](#)
- [Internal Audit and Evaluation Class of Record](#)
  - [Evaluation Personal Information Bank](#)
  - [Internal Audit Personal Information Bank](#)
- [Planning and Reporting Class of Record](#)

### Material

Material Services involve activities undertaken to ensure that material can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- [Material Management Class of Record](#)
  - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)

### Real Property

Real Property Services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- [Real Property Management Class of Record](#)
  - [Real Property Management Personal Information Bank](#)

### Travel and Other Administrative Services

Travel and Other Administrative Services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- [Administrative Services Class of Record](#)
  - [Parking Personal Information Bank](#)
- [Boards, Committees and Council Class of Record](#)
  - [Governor in Council Appointments Personal Information Bank](#)
  - [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Business Continuity Planning Class of Record](#)

- [Business Continuity Planning Personal Information Bank](#)
- [Disclosure to Investigative Bodies Class of Record](#)
  - [Disclosure to Investigative Bodies Personal Information Bank](#)
- [Proactive Disclosure Class of Record](#)
  - [Hospitality Personal Information Bank](#)
  - [Travel Personal Information Bank](#)
- [Security Class of Record](#)
  - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
  - [Personnel Security Screening Personal Information Bank](#)
  - [Security Incidents and Privacy Breaches Personal Information Bank](#)
  - [Physical Access Controls Personal Information Bank](#)
- [Travel Class of Record](#)
  - [Travel Personal Information Bank](#)

## **CLASSES OF PERSONAL INFORMATION**

Some Canadian Museum of History and Canadian War Museum files summarized in the classes of records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about Canadian Museum of History and Canadian War Museum collections, programs and services; information and advice given to individuals by Canadian Museum of History and Canadian War Museum employees about the Museums and their artifacts; and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files, and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the corporation would need as much detail as possible about the subject matter, the geographic location, and the time the information would have come to the Canadian Museum of History or the Canadian War Museum.

The retention periods for these classes of personal information are subject to *Privacy Act* retention schedules.

## **MANUALS**

[Accessibility Plan](#)

[Canadian Museum of History Online Collection](#)

[Canadian War Museum Online Collection](#)

[Canadian Museum of History and Canadian War Museum Library Catalogue](#)

[Framework for Indigenous Relations](#)

[Canadian Museum of History and Canadian War Museum Research Strategy](#)

## **ADDITIONAL INFORMATION**

For general information about making a request for access to information or personal information, see [Make an access to information or personal information request](#).

To make a request for information online, access the [Access to Information and Personal Information Online Request Service](#).

To make a request for information under the *Access to Information Act* or the *Privacy Act* by mail, mail your letter or completed [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents (such as consent or the \$5 application fee for a request under the *Access to Information Act*), to the following address:

Heather Paszkowski, Vice-President, Corporate Strategy and Government Affairs

Canadian Museum of History  
100 Laurier Street  
Gatineau, Quebec  
K1A 0M8

In accordance with the *Access to Information Act* and the *Privacy Act*, an area on the premises will be made available to review original materials on site if that is the applicant's preference (and it is practical to do so), or if it is not practical to create copies of the material.

**Please note:** Each request made to the Canadian Museum of History under the *Access to Information Act* must be accompanied by an application fee of \$5. For requests made online, this is paid at the time of application via credit card. For requests made by mail, this should be paid by enclosing cheque or money order made payable to the Canadian Museum of History.

The Government of Canada encourages the release of information through requests outside of the formal request processes. To make an informal request, please see the details in the informal access section below.

You may also wish to search [summaries](#) of completed access to information requests for which the Canadian Museum of History has already provided responses, as this information may be more easily obtained. You may also wish to review available [open data](#) regarding the Canadian Museum of History.

The Canadian Museum of History conducts privacy impact assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. Summaries of completed PIAs are available [here](#).

## **INFORMAL ACCESS**

### **Canadian Museum of History**

#### **I. General Inquiries**

Local: 819-776-7000  
Toll free: 1-800-555-5621  
TTY for people with hearing disabilities: 819-776-7003

Canadian Museum of History  
100 Laurier Street  
Gatineau, Quebec  
K1A 0M8

Email inquiries may be submitted by using the web form located at the following link:

[historymuseum.ca/about/contact-us](http://historymuseum.ca/about/contact-us)

#### **II. Resource Centre**

The Resource Centre at the Canadian Museum of History regroups services that provide information and access to the Museum's collections, including Archeology, Artifacts, Audio-visual, Textual and

Photographic Archives; the Museum's Library and Rare Books collections; and the Image and Permission team. The Resource Centre is open by appointment to the general public and to our institution partners. Please note that four to six weeks' advance notice is required for collections visits.

Archives – Textual collections  
 Archives – Audio/visual collections  
 Archives – Photographic collections  
 Library and rare book collections  
 Artifact collections  
 Archaeology collections  
[ResearchCentre@historymuseum.ca](mailto:ResearchCentre@historymuseum.ca)

Licensing  
 819-776-8252 (telephone)  
[permission@historymuseum.ca](mailto:permission@historymuseum.ca)

[historymuseum.ca/learn/resource-centre](http://historymuseum.ca/learn/resource-centre)

## **Canadian War Museum**

### **I. General Inquiries**

Local: 819-776-7000  
 Toll free: 1-800-555-5621  
 TTY for people with hearing disabilities: 819-776-7003

Canadian War Museum  
 1 Vimy Place  
 Ottawa, Ontario  
 K1A 0M8

Email inquiries may be submitted by using the web form located at the following link:

[warmuseum.ca/about/contact-us](http://warmuseum.ca/about/contact-us)

### **II. Military History Research Centre**

The Canadian War Museum's Military History Research Centre houses, in one convenient location, the George Metcalf Archival Collection and the Hartland Molson Library. These extensive national collections of primary and secondary research material document Canada's military history from the colonial period to the present day.

The Centre is open by appointment on Tuesdays, Wednesdays, Thursdays and Fridays between 10 a.m. and 4 p.m. If consulting archival material, appointments must be made at least one week in advance, while library appointments require at least 72 hours notice. To ensure availability, we recommend booking your appointment at least two weeks in advance.

Visits to the Centre are free of charge and do not require a Museum entrance ticket.

To book an appointment, please email us at [mhrc-crhm@warmuseum.ca](mailto:mhrc-crhm@warmuseum.ca).

[warmuseum.ca/mhrc](http://warmuseum.ca/mhrc)